

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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Policy Subject: Proper Lifting Techniques	Related Policies:
Policy Number: STP20	Standards/Statutes: ARM 37.27.130
Effective Date: 1/15/2005	Page 1 of 2

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**PURPOSE:** To help staff minimize the risk of back injury when lifting.

**POLICY:** Staff will use proper body mechanics when lifting objects.

**PROCEDURE:**

- I. Use the following lifting techniques when lifting objects:
  - A. Employee should plan the lift by determining what is the best route and by ensuring the path is free of obstructions.
  - B. Employee should assess the weight of the load prior to lifting by testing one of the corners. If it is too heavy, the load should not be lifted alone.
  - C. When lifting:
    1. Squat down, BEND KNEES when lifting. Do not bend from the waist.
    2. Place feet close to the object and center body over the object.
    3. Maintain a good handhold.
    4. Begin slowly lifting with LEGS by straightening them. Never twist body while lifting.
  - D. Do not twist or turn body once lift has been made. If the lift needs to turn pivot the feet.
  - E. Keep object as close to the body as possible.
  - F. To set the load down properly, squat down BENDING KNEES and not from the waist.
  - G. If load is too heavy or bulky to lift alone, get help. Use a hand truck or assistance from a co-worker.

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Revisions: Rev Dates

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